



Labour Department (Headquarters)

勞工處 (總處)

Your reference 來函編號： CB2/PL/MP
Our reference 本處檔案編號： (31) in LD WITS/1-150/1/3 C Pt.4
Tel. number 電話號碼： 3690 8618
Fax number 傳真機號碼： 3907 0788

香港中區
立法會道 1 號
立法會綜合大樓
立法會人力事務委員會秘書
馬淑霞女士

馬女士：

立法會人力事務委員會
2016 年 6 月 21 日會議

你於 2016 年 6 月 7 日給勞工及福利局局長的來信收悉，本處獲授權回覆。就你信中夾附李卓人議員於 2016 年 6 月 6 日給你的電郵所提出有關「鼓勵就業交通津貼計劃」的問題，本處的回覆載於附件。

勞工處處長

(李潔玲  代行)

2016 年 6 月 20 日

連附件

副本送：

勞工及福利局局長 (經辦人：許國貞女士)

**勞工處就李卓人議員 2016 年 6 月 6 日致
立法會人力事務委員會秘書的電郵
有關「鼓勵就業交通津貼計劃」的問題而作出的回覆**

問題 1

「鼓勵就業交通津貼計劃」（交津計劃）於 2011 年 10 月開始接受申請，由 2011-12 財政年度起的開支見下表。

財政年度	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17 (截至 2016 年 5 月)
津貼金額 (百萬元)	77.9	203.7	321.6	352.4	304.1	38.4
行政支出 ^註 (百萬元)	55.1	64.1	84.8	90.5	93.3	12.2

註 包括員工開支、運作開支、辦公地方及相關開支以及宣傳及推廣的支出。

問題 2 及 3

2. 由 2011 年 10 月至 2016 年 5 月期間，勞工處已完成處理 328 323 宗交津計劃的申請，涉及的申請人次為 346 807，其中獲發津貼的申請人次有 308 885，佔上述申請人次的 89.1%。就這些獲發津貼的申請，本處在收到所有處理申請所需的資料及文件後，平均在 9.9 個工作天內完成審批，向申請人發放津貼。

3. 根據交津計劃，符合申請資格的在職人士，無論是自僱人士、長工或散工，都可以申領津貼。屬自僱或散工的申請人可以提交不同形式的入息證明文件，例如自僱人士提供服務的收據或營業損益表、個人入息課稅通知書、由僱主填寫的工作入息證明書等。交津計劃的申請文件夾附了「工作入息／工作時數自述書」的參考樣本（附錄一），而本處在審批申請時為有需要的申請人提供「自僱或散工記錄聲明書」（附錄二），均旨在方便申請人提交工作入息資料，而這些申請亦不會有特別嚴謹的審查。本處自 2014 年 2 月起備存相關數據，截至 2016 年 5 月底，在完成處理的申請中，有 3 718 自僱或散工申請人次向本處提供了不同形式

的工作入息自述書（包括申請人自行擬定的工作入息及／或工作時數的書面聲明、上述的「工作入息／工作時數自述書」和「自僱或散工記錄聲明書」，以及社會福利署綜合社會保障援助計劃申請人的「散工入息記錄表」），其中獲發津貼的人次為 3 522（即 94.7%）。就這些獲發津貼的申請，本處在收到所有處理申請所需的資料及文件後，平均在 7.8 個工作天內完成審批，向申請人發放津貼。

問題 4 及 5

4. 所有在職人士，不論其種族或族裔，只要符合交津計劃的申請資格，均可提交申請，而申請表並沒有要求申請人填報有關種族或族裔的資料，因此本處並無少數族裔申請人的相關數字。本處透過廣泛的途徑向少數族裔人士宣傳交津計劃，特別是在港為數較多的南亞裔人士，包括印製烏爾都文（巴基斯坦文）、尼泊爾文及印地文（印度文）的宣傳海報和單張，並透過多方面的渠道（包括本處的就業中心、民政事務總署的「少數族裔人士支援服務中心」、民政事務處諮詢服務中心、社會福利署的社會保障辦事處及分區辦事處、入境事務處、僱員再培訓局服務中心、平等機會委員會及非政府機構等）廣泛派發，而有關單張已上載至香港政府一站通網站內的「多種語言平台」及本處的網頁。本處也透過少數族裔電台節目及報章宣傳交津計劃，在本處特別為少數族裔人士舉辦的招聘會派發宣傳單張及解答查詢，透過本處就業中心的「少數族裔就業服務大使」¹協助宣傳計劃，在民政事務總署的「少數族裔人士支援服務中心」作出宣傳等。交津計劃的 24 小時查詢熱線 2717 1771（由「1823」接聽）及本處亦透過民政事務總署的「少數族裔人士支援服務中心」所提供的電話傳譯服務，解答不諳中文及英語的少數族裔人士的查詢及協助其申請。

5. 本處現時沒有少數族裔職員處理交津計劃的申請。為進一步加強對少數族裔人士申請津貼的支援服務，本處將會印備三種

¹ 勞工處在 2014 年 9 月推行「少數族裔就業服務大使」試驗計劃，聘用 15 名「展翅青見計劃」並能以少數族裔語言溝通的學員，擔任為期六個月的就業服務大使。少數族裔就業服務大使一方面可協助本處為求職人士，尤其是少數族裔人士，提供就業服務。另一方面，受聘的學員亦可透過計劃汲取工作經驗，豐富個人資歷，有助他們將來在公開市場尋找工作。本處亦在計劃進行期間，安排他們學習中文。

少數族裔語言（即烏爾都文（巴基斯坦文）、尼泊爾文及印地文（印度文））的「交津申請表範本」。範本會標示重要的資料，以協助少數族裔人士填寫申請表及遞交所需的證明文件。本處也會研究推行試驗計劃，安排「少數族裔就業服務大使」於鼓勵就業交通津貼科辦事處協助有意提出申請及有需要的少數族裔人士遞交申請，及／或在電話或服務櫃台解答他們的查詢。建議的少數族裔大使會為不諳中英文的少數族裔查詢人士／到訪者提供特別支援服務，例如解釋交津申請表及申請指引、作即時傳譯，或於有需要時聯絡民政事務總署的「少數族裔人士支援服務中心」安排傳譯服務。少數族裔大使亦會於本處舉辦的招聘會及展覽宣傳交津計劃和解答相關查詢。

勞工處

2016年6月

參考樣本五：工作入息／工作時數自述書

(如申請人未能提交工作入息及／或工作時數證明文件副本及僱主填寫的工作入息／工作時數證明書，可填寫本頁自述書，詳情請參閱《個人申請須知》丙部第3.3節及第6.2節。)

(請在適用的方格內填上「✓」號)

就申請表／附頁第二部分(甲)項填報的工作(公司／僱主名稱：_____)，本人未能提交以下證明文件副本：

- 工作入息
- 工作時數

本人未能提交證明文件副本的原因是：

- 前受僱的公司已倒閉，本人未能向前僱主索取證明文件及沒有其他證明
- 本人沒有固定僱主
- 僱主未能提供
- 其他原因：_____

本人就上述工作支取薪金的方法是：

- 現金／現金支票
- 劃線支票／銀行轉帳
- 其他：_____

補充資料：_____

聲明： 本人謹此聲明，以上資料均屬完整真確。本人明白故意或明知作出虛假陳述、虛報或隱瞞任何資料以騙取「鼓勵就業交通津貼」屬刑事罪行，除可導致本人喪失領取津貼的資格外，亦可能因觸犯香港法例第 210 章《盜竊罪條例》而被檢控，一經定罪，最高可被判處監禁 14 年。本人亦承諾會退還任何多收的津貼。

申請人 姓名：_____ 申請人 簽署：_____ 日期：_____

(如有需要，請影印填寫。)

申請編號 (由本處填寫)

自僱或散工記錄聲明書

(必須提交正本)

申請人姓名：_____ 現申報本人從事_____的工作，詳情如下：

* 請圈選適合項目

工作月份 (月/年)	* 客戶/僱主/ 介紹人/公司 名稱 ¹	* 客戶/僱主/ 介紹人/公司 聯絡電話	主要工作地點 (例如：地區/街道/ 大廈名稱)	該月 工作 日數	每日 工作 時數	* 時薪/日薪/ 月薪 (港幣)	出糧方法 ²
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳

1 本處或會聯絡有關人士/機構以核實資料

2 若以支票或轉帳支薪，請提供有關的銀行戶口記錄副本。

工作月份 (月/年)	* 客戶/僱主/ 介紹人/公司 名稱 ¹	* 客戶/僱主/ 介紹人/公司 聯絡電話	主要工作地點 (例如：地區/街道/ 大廈名稱)	該月 工作 日數	每日 工作 時數	* 時薪/日薪/ 月薪 (港幣)	出糧方法 ²
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳
/				日	小時	\$ 元	* 現金/ 支票/轉帳

申請人注意：請提供任何與上述工作有關的證明文件副本，例如：收取報酬收據、平安咭、證書、牌照等。

聲明

本人鄭重聲明，以上資料全屬正確。本人明白故意或明知作出虛假陳述、虛報或隱瞞任何資料以騙取「鼓勵就業交通津貼」屬刑事罪行，除可導致本人喪失領取津貼的資格外，亦可能因觸犯香港法例第 210 章《盜竊罪條例》而被檢控，一經定罪，最高可被判處監禁 14 年。本人亦承諾會退還任何多收的津貼。

申請人簽署：_____

日期：_____

**Response from the Labour Department on questions
concerning the Work Incentive Transport Subsidy Scheme
in Hon LEE Cheuk-yan's email of 6 June 2016
to the Clerk to Legislative Council Panel on Manpower**

Question 1

The Work Incentive Transport Subsidy (WITS) Scheme has started receiving applications since October 2011. The expenditure involved since 2011-12 (financial year) is provided in the table below.

Financial year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17 (up to May 2016)
Subsidy payment (\$million)	77.9	203.7	321.6	352.4	304.1	38.4
Administrative cost ^{Note} (\$million)	55.1	64.1	84.8	90.5	93.3	12.2

Note: Including staff cost, operating expenses, accommodation and related expenditure and expenses on publicity and promotion.

Questions 2 and 3

2. From October 2011 to May 2016, the Labour Department (LD) completed processing of 328 323 applications involving a gross applicant count of 346 807, with a gross applicant count of 308 885 (or 89.1%) being granted subsidy. In respect of applications with subsidy granted, LD completed processing and arranged payment to applicants within 9.9 working days from the receipt of all information and documents necessary for case processing.

3. Under the WITS Scheme, all persons in employment and self-employment who meet the eligibility criteria may apply for the subsidy, irrespective of whether they are self-employed persons, permanent staff or casual workers. Applicants who are self-employed persons or casual workers can provide their employment earnings proof of various kinds e.g. receipts for services rendered or profit and loss account furnished by self-employed persons, personal assessment notice issued by the Inland Revenue Department, and employment earnings certificate issued by employer. Both the sample of "Self-prepared Statement on Employment Earnings/Working Hours" (Appendix 1) enclosed in the WITS application documents and "Statement on Work of Self-Employed Person or Casual Worker" (Appendix 2) provided by LD to needy applicants in the course of processing applications are designed to

facilitate applicants to furnish information about their employment earnings, and these applications will not be subject to more stringent assessment. From February 2014 (when LD started to collate relevant statistics) and up to end-May 2016, among the applications with processing completed, a gross applicant count of 3 718 self-employed persons or casual workers provided various types of self-prepared employment earnings statement (including self-written declaration on employment earnings and/or working hours, “Self-prepared Statement on Employment Earnings/Working Hours” and “Statement on Work of Self-Employed Person or Casual Worker” mentioned above, and “Record of Casual Work” from applicants under the Comprehensive Social Security Assistance Scheme of the Social Welfare Department). Out of the aforesaid gross applicant count of 3 718, 3 522 (i.e. 94.7%) were granted subsidy. For applications with subsidy granted in this category, LD completed processing and arranged payment to applicants within 7.8 working days from the receipt of all information and documents necessary for case processing.

Questions 4 and 5

4. All employed and self-employed persons, irrespective of their race or ethnicity, may submit applications under the WITS Scheme if they fulfil the eligibility criteria. As the WITS application forms do not require applicants to render information about their race or ethnicity, LD does not have relevant statistics about applicants who are ethnic minorities (EMs). LD has been publicising the WITS Scheme through a wide range of channels among EMs, particularly those of South Asian ethnicities who constitute a relatively larger proportion of the EM population in Hong Kong. We have published promotional posters and leaflets in Urdu (the Pakistan language), Nepali and Hindi (the Indian language) for wide distribution at various outlets (including Job Centres of LD, Support Service Centres for Ethnic Minorities and Public Enquiry Service Centres of the Home Affairs Department (HAD), Social Security Field Units and District Offices of the Social Welfare Department, the Immigration Department, the Employees Retraining Board Service Centres, the Equal Opportunities Commission and non-governmental organisations, etc.), and uploaded the leaflets to the Multi-Language Platform of the Gov.HK website and LD’s homepage. We have been promoting the Scheme through radio programmes in EM languages and EM newspapers, distributing leaflets and answering enquiries on WITS in LD’s inclusive job fairs targeting EMs. The Scheme has also been publicised through Employment Services

Ambassadors for Ethnic Minorities¹ at LD's Job Centres and the Support Service Centres for Ethnic Minorities of HAD, etc. Moreover, the 24-hour enquiry hotline 2717 1771 (handled by "1823") and LD make use of telephone interpretation service provided by HAD's Support Service Centre for Ethnic Minorities when handling enquiries from EMs who are not proficient in Chinese and English and assisting them in applying for WITS.

5. At present, LD does not have staff of EM origin in handling WITS applications. To further enhance support services for EMs in applying for WITS, LD will put in place a "Template of WITS Application Form" in three EM languages (namely, Urdu (the Pakistan language), Nepali and Hindi (the Indian language)) with key information highlighted to facilitate EM applicants in completing WITS application form and their submission of required documentary proof. LD will also explore rolling out a trial scheme of deploying employment services ambassadors for EMs at the WITS Division office to assist prospective and needy EM applicants in submitting WITS applications and/or help answer enquiries made by EM applicants over telephone or at the service counter. The proposed ambassadors for EMs will provide dedicated support services to EM enquirers and visitors who cannot speak Chinese and English, including explaining the WITS application forms and guidelines, providing interpretation services and arranging interpretation services rendered by the Support Service Centre for Ethnic Minorities of HAD if necessary. The ambassadors for EMs will also join the job fairs and exhibitions organised by LD to promote the WITS Scheme and answer related enquiries.

Labour Department
June 2016

¹ In September 2014, LD piloted an "Employment Services Ambassador Programme for Ethnic Minorities", employing 15 trainees of the "Youth Employment and Training Programme" who could communicate in EM language as employment services ambassadors for six months. On one hand, employment services ambassadors help LD enhance its employment services to job seekers, in particular EMs. On the other hand, the programme enriches the working experience and qualifications of the engaged EM trainees, thereby enhancing their employability in the open market. LD also arranged Chinese language courses for these trainees during their training.

Sample 5: Self-prepared Statement on Employment Earnings / Working Hours

(Applicant who cannot provide copy of employment earnings and/or working hours proof and employment earnings/working hours certificate issued by employer can complete this Self-prepared Statement. Please refer to paragraphs 3.3 and 6.2 of Part C in the *Guidance Notes on Individual-based Application* for details.)

(Please put a “ ✓ ” in the appropriate box.)

I am unable to provide copy of supporting documents for the following in respect of my job (Name of Company/Employer: _____)

as stated in Part 2(A) of my Application Form / Supplementary Sheet:

- Earnings from employment
- Working hours

Reason for not being able to provide copy of supporting documents:

- The company that I worked for has been wound up, and I cannot obtain documentary proof from the ex-employer and do not have any other proof.
- I have no fixed employer.
- My employer does not provide a proof.
- Others: _____

Payment method of my salary for the above job is:

- By cash / cash cheque
- By crossed cheque / bank transfer
- Others: _____

Remarks: _____

Declaration: I hereby declare that the above information is true and complete. I understand that wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the Work Incentive Transport Subsidy by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I may be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years. I also undertake to refund any overpaid subsidy.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

(Please make additional copy for use if necessary.)

**Statement on Work of Self-Employed Person or Casual Worker
(to be submitted in original)**

Application No. (For Official Use Only)

Name of Applicant: _____

I hereby report the following particulars in respect of my work as _____ *Please circle the appropriate item

Working Month (month / year)	* Name of Client / Employer / Referrer / Company ¹	* Contact Phone No. of Client / Employer / Referrer / Company	Main Workplace (e.g. Name of district / street / building)	Working Days in that month	Daily Working Hours (hrs)	* Hourly Rate / Daily Rate / Monthly Rate	Payment Method ²
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer

¹ The Labour Department may contact the parties concerned to verify the reported information.

² Please provide copy of related bank account records if wages are paid by cheque or bank transfer.

Working Month (month / year)	* Name of Client / Employer / Referrer / Company ¹	* Contact Phone No. of Client / Employer / Referrer / Company	Main Workplace (e.g. Name of district / street / building)	Working Days in that month	Daily Working Hours (hrs)	* Hourly Rate / Daily Rate / Monthly Rate	Payment Method ²
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer
/				days	hrs	HK\$	* cash / cheque / bank transfer

Note: Please provide copy of any supporting documents for the work reported above, e.g. receipt of earnings, Safety Card, certificates, licences, etc.

Declaration

I hereby declare that the information provided above is correct. I understand that willfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the Work Incentive Transport Subsidy by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I may be prosecuted for contravening the Theft Ordinance (Cap.210) and be liable on conviction to imprisonment for a maximum of 14 years. I also undertake to refund any overpaid subsidy.

Signature of Applicant: _____

Date: _____

(Please make copy for use if necessary.)